

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION  
BOARD:

A regular meeting was held on: Tuesday, September 18, 2018

Board Members Present: B. Clancy, L. Franke, J. Jansch, K. Lukens, J. Mitchell, J. Wieland and A. Tran.

Others Present: S. Johnson, C. Maricque, A. Nizzia, K. Pahlow, N. Kohls, F. Scheurer, K. Mathews, K. Hebbard and C. Jensky.

1. Action Item: Call to Order –  
B. Clancy called the meeting to order at 3:33PM.
2. Open Forum - None
3. Action Item: Approval of August 21, 2018 Minutes  
**Motion made by J. Wieland, seconded by J. Jansch, that the minutes from the August 21, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by J. Jansch, seconded by K. Lukens, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
K. Pahlow reviewed the donations. The school year has just begun so we are typically lower this month. The Packer Alumni Association donated a \$5,000 check for Hopp Needs that will be reflexed in donations next month.  
**Motion made by L. Franke, seconded by J. Mitchell, that the September donations be approved. MOTION CARRIED UNANIMOUSLY.**
6. Action Item: Payment of Bills  
Payments August 1, 2018 to August 31, 2018 were reviewed and discussed. Expenses are low during the summer months with a higher expenses that were to be expected and budgeted for. These include the Live Network Cameras and Door Stations, ALIO annual support fees and carpet cleaning throughout the building. The Dectron unit had a complete overhaul so we are hoping the ongoing issues will be eliminated. Our new camera system is thru Milestone which is part of the Brown County system.  
**Motion made by J. Wieland, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Financial Report  
Summaries of the Revenue and Expenditures ending July 31, 2018 were reviewed and discussed. Annual subscription/licenses for the student information systems; Oasys and Infinite Campus were paid out, as well as our agreements with Alio, our financial program, and our staff substitute system, Frontline.  
**Motion made by J. Jansch, seconded by J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: Hiring  
There were no hiring recommendations made at this meeting.
9. Action Item: Resignation(s)  
**Motion made by J. Wieland, seconded by L. Franke, that the Board approved the resignation of Instructional Aide Chris Gallegos. MOTION CARRIED UNANIMOUSLY.**

10. Discussion Item: First Reading of the 12.02-Safe Feeding Policy and Rule

K. Pahlow stated that one of her goal this year is to update the Policy Book. We will hold a first reading of a policy as a discussion item with a formal action taking place at the next meeting.

K. Mathews, K. Hebbard and F.Scheurer presented the first reading of the Safe Feeding Policy and Rule 12.02. The purpose of this policy is to set clear guidelines to ensure the safety of the students who eat orally when an unsafe swallow may be suspected. The rule will outline the specific procedures to be taken by designated staff in working with families and medical professionals when a student may be exhibiting signs of an unsafe swallow.

11. Discussion Item: Strategic Planning

Per the Board's directive, K. Pahlow has explored the possibility of facilitating our strategic planning sessions with three organizations. Depending on the facilitator, the process can take as little as 1-2 days and as much as 1-3 years. Board will need to discuss where they would like to begin and how much time they would like to take. Staff and administration would meet before any planning begins.

12. Discussion Item: Administrator's Report

S. Johnson – Director of Special Education and Pupil Services

- Great start to the year out in the district. All new hires and classroom adjustments are working out well.
- Headcount information is coming in from the districts for the first Third Friday count this week. This information includes how much time our students are serviced in the classroom and with specialties. All this information is put into a ratio that determines our cost per student, per district for our general CDEB aide.

A.Nizzia – Principal

- Great start at Hopp. Staff are adjusting to classrooms and have stepped in when needed and really help each other out.
- We have a few staff vacancies and Abbie complimented the staff in their flexibility.
- Some of the furniture from School Specialties has arrived with more coming later this week and in October. Installation of the furniture will begin this week as well.
- School BBQ is October 4<sup>th</sup> along with the Scholastic Bookfair and Bake Sale.

K. Pahlow – Administrator

- K. Pahlow shared a few events from the Back to School In-service. With one
  - The administration and summer staff team put together a fun video to let our staff know how important they are. The "*You make Dreams Come True*" video is currently running on the TV in the hallway.
  - The final day of in-service included two motivational speakers, Matthew and Mitchell LaBarge. Both speakers have autism and spoke about what it is like for them to grow up with autism and how powerful their family and teachers were in making them successful.
- The staff and administration have new t-shirts and lanyards this year and would like to provide one of each for all Board members.
- We have a few vacancies (both teacher and aide) that we are trying to fill. Everyone is pitching in to make the classrooms run smoothly but are hoping to have all of the interview and hiring wrapped up by the end of the week or early next week.

13. Discussion Item: Parent Organization Report

- The PO currently has a President and Secretary. They continue to look for a Treasurer and Vice-President.
- A parent sent out a survey to parents asking them what they want to see at presented to families of Hopp so we can hopefully help them move forward with planning and increasing membership.

- In November there will be a SIBS workshop at Hopp. This is a workshop for children who have a sibling with a disability. It will consist of an event (swim, SCY), a parent panel, adult siblings sharing their experiences and family bonding.
- K. Pahlow thanked N. Kohls and her family for organizing the 15<sup>th</sup> Annual Dash For A Splash. It was a beautiful and great day and we appreciate all of the participants supporting our therapy pool through their participation.
- Winter Blast is being planning be February 2019.
- Nuts have been ordered. Tavern League meeting is in October, we are hoping parents can attend and take orders.

14. Executive Session: The Board moved to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to employment and compensation at 4:28 PM.

**Motion made by K. Lutens, seconded by J. Wieland, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.**

Meeting opened again at 5:50 PM.

15. Action Item: Adjournment

**Motion made by J. Mitchell, seconded by L. Franke, to adjourn the meeting at 5:51 PM. MOTION CARRIED UNANIMOUSLY.**